



TERMS OF REFERENCE

Cheshire East 0-25 SEND Partnership

SEND Transformation Action Group

Purpose

The SEND Transformation Action Group provides oversight, support and scrutiny of the operational delivery of improvement actions listed within the SEND and AP Strategy and Improvement Plan (which will incorporate all mitigations identified in the DSG Management Plan). The group will ensure effective monitoring processes are in place to evaluate the progress and impact of SEND strategic improvement actions. This support and scrutiny will ensure improvements are made at pace, and there is continual evaluation of the impact of improvements on children and young people's experiences and outcomes.

Key objectives of the board

The specific objectives of the Cheshire East SEND Transformation Action Group are to:

- Appoint and assign improvement actions to dedicated Task and Finish Groups, and hold delivery leads of these groups accountable for completion of actions in line with agreed timescales
- Provide sign off for completed actions and action products, and ensure completed actions have clear evidence of completion and means of tracking impact
- Undertake clear risk management around delivery of the SEND and AP Strategy and Improvement Plan, including:
 - Sharing any risks or issues that have arisen within their work area
 - Capturing all arising risks and issues (highlighted by group members or action delivery leads) and agreeing actions to mitigate them where possible
 - Empowering and supporting action delivery leads by helping to unblock risks or issues through problem solving, releasing resources or providing challenge (internally or externally) where needed
 - Ensuring delays, issues or areas of risk to improvement actions or SEND outcomes are properly escalated to the 0-25 SEND Partnership Board, where required
- Monitor the impact of actions against SEND performance through oversight of key performance indicators



- Prepare regular updates on progress against improvement actions, and their impact, for presentation to higher governance levels (including Children and Families Committee)
- Liaise with enabler groups (such as the SEND Inspection Preparation Group and Systems Improvement Group) to ensure that newly identified transformation or improvement actions are appropriately captured and allocated

Membership

SEND Transformation Action Group Chair:

Keith Martin - Strategic Transformation Lead for SEND, Cheshire East Council

Name	Role	Organisation and Sector
Sally Ashworth	Interim Head of Service: Education Participation and Pupil Support	Cheshire East Council – Education Participation and Pupil Support
Heather Baron	Head of Service: Early Help, Prevention and Domestic Abuse	Cheshire East Council – Family Help and Children's Social Care
Alexandria Brightmore	Principal Educational Psychologist	Cheshire East Council – Education Psychology Service
Bev Harding	Business Intelligence Manager - People	Cheshire East Council – Business Intelligence
Louise Hill	Locality Manager: Learning Disability	Cheshire East Council – Adult Social Care
Danielle Holdcroft	Head of Service: Early Years, Family Help and Prevention	Cheshire East Council – Early Years
Louisa Joyce	Designated Social Care Officer	Cheshire East Council – Family Help and Children's Social Care
Keith Martin	Strategic Transformation Lead for SEND	Cheshire East Council – SEND
Stephen Pepper	Interim Head of Service: Children in Need and Child Protection	Cheshire East Council – Family Help and Children's Social Care
Laura Rogerson	Head of Service: Inclusion	Cheshire East Council – Inclusion (SEND and Virtual School)
Penny Teale	Designated Clinical Officer	NHS Cheshire and Merseyside ICB
Jo Williams	Programme Lead for Mental Health and Neurodiversity	NHS Cheshire and Merseyside ICB
<i>Vacant</i>	SEND Transformation Lead	Cheshire East Council – SEND
<i>Vacant</i>	SEND Programme Lead	Cheshire East Council – Children's Development and Partnerships



Name	Role	Organisation and Sector
<i>Vacant</i>	Head of Service: Education	Cheshire East Council - Education
<i>Vacant</i>	Head of Service: Children's Commissioning	Cheshire East Council – Children's Commissioning

Role of individual members

- Liaise closely with action delivery leads for their assigned responsible work areas as a means of support and communication to ensure action delivery leads are aware of anything that may impact upon their work.
- Act as a 'champion', representing the disability, SEN and complex health needs agenda and joint commissioning priorities within their parent organisation or representative forum.
- Ensure communication and engagement in their own organisations/groups and that relevant issues from their organisations/groups are fed back appropriately.
- Ensure communication and engagement across partners/stakeholders and work in cooperation with each other.
- Contribute proactively to the priorities of the group to ensure successful delivery of group objectives.
- Take a full and active part in the work of the group, including attending all group meetings and undertaking work on tasks assigned by the group.
- Provide support in order to hold each other to account for ensuring action to address performance and appropriate joint investment in resources.

Accountability

- Progress will be reported to the 0-25 SEND Partnership Board, who are in turn accountable to the SEND Executive Oversight Panel.
- The governance arrangements for any decision or recommendations will depend upon the nature of the issue and the resources concerned. It is accepted that key decisions will need to be approved via relevant partner organisation's / organisations' decision-making processes. The group will make recommendations for key decisions to be considered and approved through decision-making routes as needed.

Administration of meetings

Administrative support will be provided to the board by project assistance from within Cheshire East Council.

Quoracy

A meeting will take place and be considered quorate when at least 50% of group members are present.



Notice of meetings

Meetings will be scheduled in advance with dates for meetings for a full academic year being circulated to members at once, where possible.

Agendas and associated meeting papers will be circulated to members not less than five working days ahead of each meeting.

Frequency of meetings

The SEND Transformation Action Group will meet on a monthly basis.

Additional meetings will be arranged if required.

If urgent decisions are required, communication will be sent via email.

Review schedule

These terms of reference will be reviewed annually (or more frequently, if required).

Document last reviewed: August 2024

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